

Employment Opportunity

Office Manager for the Board Member, Fourth District

This is an exempt position in a Board Member's office reporting directly to the Chief Deputy working at the pleasure of the Board Member. The position may be located in either Sacramento or Monterey Park. Occasional travel may be required. The Executive Assistant/Office Manager performs a wide variety of high level confidential administrative, technical, analytical, and staff services tasks and functions for the Board Member's offices, including but not limited to: providing day-to-day leadership for administrative team members; assist staff in preparing for Board meetings, outreach seminars and the mail program; establish and maintain office workflows; independently draft general correspondence for the Board Member and Chief Deputy; must have excellent communication skills both verbally and in writing; investigate various program issues and prepare administrative reports; screen incoming telephone calls and visitors; and review incoming correspondence and assign to appropriate staff for reply/action and ensure deadlines are met; must have the ability to work long hours. Salary \$5,594 - \$5,831 Interested applicants must submit a standard state application, resume, and two writing samples to: Board of Equalization, 450 N Street, MIC:20, Sacramento, CA, 95814. Final filing date: January 4, 2013, You may email questions to Terri.Deane@boe.ca.gov.